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Department: **Department Of Transportation**
Agency: **Federal Railroad Administration**
Vacancy Announcement Number: FRA.AD-2004-0001

Vacancy Announcement

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Department of Transportation

****PLEASE READ ALL INFORMATION CAREFULLY****

POSITION: Accountant GS-0510-09 / 11 LS

ANNOUNCEMENT NUMBER: FRA.AD-2004-0001

SERIES & GRADE: GS-0510-09/11

SALARY RANGE: 41815 - 65769

PROMOTION POTENTIAL: 12

OPENING DATE: 06/08/2004

CLOSING DATE: 06/29/2004

DUTY LOCATIONS: 1 vacancy Washington, DC

Take a journey that will challenge your mind and develop your career. The quality of our lives, the shape of our communities and the productivity of our nation's economy depend on our transportation systems. We recognize and value the importance of our workforce and the diversity of backgrounds and ideas that each employee brings. So, we invite you to join us in meeting the challenges of the 21st Century, shaping the future of our organization, and advancing the best transportation system in the world.

WHO CAN APPLY:

Applications will be accepted from any U.S. citizen.

CONSIDERATION:

Consideration for this position will be through both Merit Promotion and Open Competitive procedures.

Special consideration will be given to ICTAP/CTAP applicants, as well as veterans. For information on primary methods used to make Career Conditional Appointments, visit <http://www.opm.gov/employ/html/sroa2.htm>

CONDITIONS OF EMPLOYMENT:

To be selected for this position:

- United States Citizenship is required (Proof of citizenship will be required to be shown upon appointment.)
- If you are a male between the ages of 18 and 26 or were born after December 31, 1959, certification is required at the time you are employed that you have registered with the Selective Service for the draft, unless Selective Service has approved a waiver for you.
- Applicants must meet the qualification requirements by the closing date of the announcement. Federal applicants must also meet the time-in-grade requirements by the closing date.
- If you are selected or are among the best qualified candidates for this position, you will be subject to a determination of your suitability for Federal employment.
- Before being hired, you will be required to sign and verify the accuracy of the information in your application.
- If an FRA employee is selected, travel and transportation expenses will be paid if the selection results in a promotion OR for a geographical reassignment if the FRA selectee occupies a position that has significantly different duties from that of this position vacancy. If a candidate outside FRA is selected, travel and transportation expenses will NOT be paid.
- The FRA has determined that seniority rights/reemployment rights and leaves of absence from railroads constitute an actual or an appearance of a conflict of interest. Therefore, if the individual selected for a position is already an FRA employee who has reemployment rights which will create a conflict of interest in this position, she/he will be required to divest any reemployment rights held before the selection is finalized. If an FRA employee is selected who has reemployment right that will not create a conflict of interest in the position, the employee may retain these rights as long as a conflict does not exist.
- FRA employees are prohibited from owning railroad stock, except, under certain circumstances as part of a diversified mutual fund.
- If selected, you will be subject to the Standards of Ethical Conduct applicable to all DOT employees.
- Applicants with "competitive status" as current or former Federal Government employees may be given first consideration.

DESCRIPTION OF DUTIES:

Validates data entered into accounting systems and consolidated for a functional program. Serves as an expert authority on analysis and reconciliation of integrated accounts for a variety of accounting systems. Evaluates complex accounting systems on a continuing basis. Develops requirements and specifications for a variety of accounting systems that meet business requirements involving complex or intricate issues or problems. Serves as a technical expert, providing technical guidance regarding the recording and control of obligations, accounts payable, cost accruals, and disbursements. Oversees the preparation of statements and reports containing essential financial information, such as financial and contractual status, general ledger accounts systems, quarterly and annual reports, and accounts receivable due. Validates data entered into accounting systems and consolidated for a functional program. Serves as a technical expert, providing guidance related to general cost accounting procedures. Administers and performs difficult and complex fund control activities impacting substantive mission-oriented programs. Applies expert knowledge of resource control functions to solve controversial problems in financial reporting and accounting systems ensuring that requirements are met in accordance with laws, regulations, and standards.

QUALIFICATIONS REQUIREMENTS:

To meet the basic qualifications requirements for this position, applicants must possess one of the following education and/or work experience requirements.

To qualify at the GS-9 level:

- you must have a Master's or equivalent graduate degree
- **OR** 2 full years of progressively higher level graduate education leading to such a degree OR LL.B. or J.D., if related;
- **OR** 1 year of specialized experience equivalent to at least GS-7.

If using **specialized experience** to qualify, the experience must be in or directly related to the line of work of the position to be filled and have equipped you with the specific rating factors/knowledge, skills, and abilities to successfully perform the duties of the position.

Examples of specialized experience at the GS-7 level may include: developmental assignments involving assisting in designing, developing, operating, or inspecting accounting systems; prescribing accounting standards, policies, and requirements; examining, analyzing, and interpreting accounting data, records, and reports; or advising or assisting management on accounting and financial management matters. At this level, assignments are specific and work is reviewed for accuracy and completeness.

To qualify at the GS-11 level:

- you must have a Ph.D or equivalent graduate degree
- **OR** 3 full years of progressively higher level graduate education leading to such a degree OR LL.M. or, if related;
- **OR** 1 year of specialized experience equivalent to at least GS-9.

Examples of specialized experience at the GS-9 level may include: designing, developing, operating, or inspecting accounting systems; prescribing accounting standards, policies, and requirements; examining, analyzing, and interpreting accounting data, records, and reports; or advising or assisting management on accounting and financial management matters. At this level, assignments are of a more routine nature, with assistance being available in more complex or controversial situations.

For additional information on qualifications, please refer to U.S. Office of Personnel Management's Operating Manual - Group Coverage Qualification Standard for Administrative and Management Positions, dated March 1999, available at <http://www.opm.gov/qualifications/SEC-IV/A/GS-ADMIN.htm>.

Applicants must meet eligibility and qualification requirements by the closing date of this announcement.

BASIS FOR RATING:

All applicants will be rated on the extent and quality of experience, education and training relevant to the duties of the position. An automated score is administered based on the on-line application process used. All answers provided in the on-line process must be substantiated by a resume. For more detailed rating information, visit <http://www.fhwa.dot.gov/vacancy/quals/qrating1.htm>.

HOW TO APPLY FOR THIS VACANCY:

Apply online at <https://jobs.quickhire.com/scripts/dot.exe>. Your application (including resume, all registration information and answers to job-specific questions) for this vacancy must be received and completed before midnight U.S. Eastern Time of the closing date, or it will not be considered. Requests for extensions will not be granted. If applying online poses a hardship to any applicant, the Office of Human Resources will provide assistance. Applicants may contact the Automated Staffing Group during business hours (8:00am - 4:00pm Eastern Time) prior to the closing date to speak to an HR representative who can provide assistance for online applications at (202)366-1298.

ALL REQUIRED SUPPLEMENTAL DOCUMENTS MUST BE RECEIVED IN THE AUTOMATED STAFFING GROUP OFFICE BY THE CLOSING DATE OF THIS ANNOUNCEMENT. DOCUMENTS CAN BE FAXED TO (202) 366-7995 TO ASSURE TIMELY RECEIPT. PLEASE INDICATE YOUR NAME AND THE ANNOUNCEMENT NUMBER ON EACH PAGE. WITHOUT SUCH DOCUMENTATION, AN APPLICANT MAY NOT RECEIVE CONSIDERATION FOR THIS VACANCY.

CTAP/ICTAP eligible applicants must submit a copy of their most recent performance appraisal (at least "Meets or Exceeds" or equivalent) and proof of eligibility, i.e., a RIF separation notice or Certification of Expected Separation and a SF-50 noting current position, grade level, and duty location. A well-qualified employee must satisfy the following criteria: In addition to meeting minimum qualifications, including selective factors, education, and experience requirements, the employee must score at least an 85 on the application questions as established and be able to perform the duties of the position upon entry. For information on CTAP/ICTAP, visit: http://www.opm.gov/ctap/html/ctap_reg.htm.

SPECIAL APPOINTING AUTHORITIES:

If you are applying for this position based on eligibility under a special appointing authority you must submit proof of this eligibility by the closing date of this announcement. For additional information on special appointing authorities, visit: <http://www.opm.gov/employ/html/sroa2.htm>.

VETERANS' PREFERENCE:

For information on veterans' preference, visit: <http://www.fhwa.dot.gov/vacancy/quals/qvet1.htm>.

EEO STATEMENT/ REASONABLE ACCOMMODATIONS:

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and questionnaire process, please notify the specialist listed in the announcement. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the DOT Disability Resource Center at (202)-493-0625 (voice or TDD). The decision on granting reasonable accommodations will be on a case-by-case basis.

The law prohibits political recommendations for employment or other personnel actions (including promotion, reassignment, detail etc.) in the competitive service. Federal agencies may not accept or consider such recommendations oral or written, from members of Congress, elected State and local government officials, political party officials, or others based on political affiliations.

The Federal Highway Administration (FHWA) prohibits discrimination in all programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political

beliefs, sexual orientation and marital and family status. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the servicing human resources office or the DOT Disability Resource Center at (202)-493-0625 (voice or TDD).



Send Mail

Send Mail to:

Department Of Transportation
Ofc of Human Resources, DOT
Automated Staffing Grp Room 4317,
HAHR 50 400 Seventh Street, SW
Washington, DC 20590



Questions?

For questions about this job:

Automated Staffing Group
Phone: 2023661298

USAJOBS Control Number: 252083

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